

IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 2/4/2015

BOARD MEMBERS PRESENT: Joshua R Thompson - Chair
Cathy Hart
Zendi Fae-Hansen Meharry
Keith Holloway

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, Legal Counsel
Eric Nelson, Board Prosecutor

OTHERS PRESENT: Tony Smith, IHCA

The meeting was called to order at 9:00 AM MST by Joshua R Thompson.

AMEND AGENDA

It was moved by Ms. Meharry that the Board amend the agenda to add the review of a preceptor recertification letter that was just developed. It was seconded by Mr. Holloway. Motion carried.

APPROVAL OF MINUTES

Ms. Hart made a motion to approve the minutes of November 4 and December 4, 2014. It was seconded by Ms. Meharry. Motion carried.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$27,773.20 as of January 31, 2015.

DISCIPLINE

Eric Nelson presented a memorandum regarding case number NHA-2015-1.

It was moved by Ms. Meharry that the Board close case NHA-2015-1. It was seconded by Mr. Holloway. Motion carried.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

OLD BUSINESS

To Do List – The Board reviewed the to do list and no action was taken.

NEW BUSINESS

NURSING HOME ASSOCIATIONS OF LONG TERM CARE ADMINISTRATOR BOARDS

Mr. Thompson attended the November NAB meeting in San Francisco, California. He served on the stakeholder outreach task force and administrator-in-training task force. The next meeting is June 3, 2015 in Philadelphia, Pennsylvania.

It was moved by Mr. Holloway that the Board approve Mr. Thompson to attend the spring NAB meeting with expenses are paid by NAB and approve a second Board member to attend and approve payment of expenses in line with the State travel policies. It was seconded by Ms. Hart. Motion carried.

It was moved by Ms. Meharry that the Board authorize payment of \$1,500 for NAB membership dues. It was seconded by Ms. Hart. Motion carried.

APPLICATION PROCESS

The Board reviewed the process and updated applications for the administrator-in-training applicants, examination applicants and endorsement applicants. Once the administrator-in-training applicant completes the 4th quarterly report they will need to complete the examination application to be approved to take the examination for licensure. It was moved by Mr. Holloway that the Board approve the updated applications with noted changes and send out letters to the administrator-in-training applicants advising them of the new process. It was seconded by Ms. Meharry. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. She said that the proposed rules passed the House and Senate committees and will be in effect at sine die. There are also two additional bills going before the Legislature. One is to clarify that Boards served by the Bureau of Occupational Licenses can recoup attorney fees when a licensee is found to be in violation of the Boards laws and rules in disciplinary

cases. The other is regarding renewal and reinstatement processes and collecting fees from prior years of expired licenses.

NEXT BOARD MEETING

The Board scheduled the next Board meeting on May 14, 2015 at 9:00 AM MDT.

CORRESPONDENCE

The Board reviewed a letter from an individual requesting direction on how to apply for a license based upon their situation. The Board made contact by phone and advised them based upon the Board rules.

The Board reviewed an e-mail from an online health administration program requesting their information be added as a link on the Board's webpage. It was moved by Ms. Meharry to deny the request to allow the education and career resources information to link on the Board's webpage based on the education not meeting the Board's continuing education rules. It was seconded by Ms. Hart. Motion carried.

CONTINUING EDUCATION COURSE

The Board reviewed continuing education training by the Idaho Hospital Association for its June 10 – 12, 2015 Symposium. It was moved by Ms. Meharry that the Board approve the following trainings:

- Great Leaders & Great Communicators – 1 hour
- Impact of Employee/Physician Engagement on the Patient – 1.25 hours
- Leadership & Governance to Support Population Health – 1.25 hours
- Beyond Random Acts of Kindness/A Strategic Approach to Improving the Health & Well-being of the Population – 1.25 hours
- AHA Federal Update – 1 hour
- Telemedicine – 1.5 hours
- Successful Transformation – 1.75 hours

It was seconded by Ms. Hart. Motion carried.

EXECUTIVE SESSION

Ms. Meharry made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Hart. The vote was: Mr. Holloway, aye; Ms. Hart, aye; Ms. Meharry, aye; and Mr. Thompson, aye. Motion carried.

Ms. Hart made a motion to come out of executive session. It was seconded by Mr. Holloway. The vote was: Mr. Holloway, aye; Ms. Hart, aye; Ms. Meharry, aye; and Mr. Thompson, aye. Motion carried.

APPLICATIONS

Ms. Meharry made a motion to approve Jessica Harris and Dawn Meyer for the administrator-in-training program. It was seconded by Ms. Hart. Motion carried.

Ms. Meharry made a motion to approve Ryan McAllister and Robert Bosen to take the examination for licensure. It was seconded by Ms. Hart. Motion carried.

Ms. Meharry made a motion to approve Tobi Lucero for licensure by endorsement. It was seconded by Mr. Holloway. Motion carried.

Ms. Meharry made a motion to approve the continuing education for the reinstatement of licensure. It was seconded by Ms. Hart. Motion carried.

RECERTIFICATION OF PRECEPTORS

The Board reviewed the letter for recertification of preceptors. It was moved by Mr. Holloway to approve the letter with the noted change. It was seconded by Ms. Meharry. Motion carried.

ADJOURNMENT

Ms. Meharry made a motion to adjourn the meeting at 11:20 AM MST. It was seconded by Ms. Hart. Motion carried.

Joshua R Thompson, Chair

Cathy Hart

Zendi Fae-Hansen Meharry

Keith Holloway

Tana Cory, Bureau Chief